

**The Department of Mental Health, Mental
Retardation, and Substance Abuse Services**

**Office of Mental Retardation
Services**

Presents

***The 2006 Annual Training
Catalogue***



Here's What's Happening:

Revised Training Modules

In addition to standard trainings we have offered in years past, we have two modified modules: **“Residential Services Documentation”** and **“Day Services Documentation.”** These will combine last year’s full-day “Documentation” training with either the half-day “Residential Overview” or “Day Services Overview” training of 2005 into one training event.

Training By Request

Office of Mental Retardation Community Resource Consultants may be available to provide trainings listed in this catalogue by request to groups (particularly multi-agency groups) in areas of the state in which they are not scheduled this year. In addition, training on the following topics is available by request:

- Person Centered Services
- Consumer-Directed Services and Services Facilitation

An agency to sponsor the training and handle the logistics is required.

We prefer to schedule these in the months in which large-scale training events are not planned (i.e., January, April, June, August, October, December). Contact your Community Resource Consultant to determine his/her availability.

TBA Training

As updated MR Waiver regulations are due to go into effect early in 2006, additional trainings covering significant changes may be scheduled.

For updates and additional copies of this catalogue, check the DMHMRSAS website (www.dmhmrzas.virginia.gov).

If you have questions about any of our training modules or wonder if a particular one is appropriate for you, please contact your Community Resource Consultant (listed below with assigned Community Services Board areas).

Kimberly Shepherd		Dawn Traver	
(434) 947-6858 kimberly.shepherd@co.dmhmrssas.virginia.gov		(757) 253-4316 dawn.traver@co.dmhmrssas.virginia.gov	
Central Virginia Chesterfield Crossroads Danville-Pittsylvania District 19 Harrisonburg-Rockingham Northwestern Rappahannock-Rapidan	Region 10 Southside Valley	Colonial Hampton-Newport News Hanover Henrico Middle Peninsula-Northern Neck Rappahannock Area Richmond	
Wanda Earp		Ed Gonzalez	
(276) 669-7762 wanda.earp@co.dmhmrssas.virginia.gov		(757) 424-9984 ed.gonzalez@co.dmhmrssas.virginia.gov	
Alleghany Highlands Blue Ridge Cumberland Mt. Dickenson Highlands Mount Rogers New River Valley	Piedmont Planning District 1 Rockbridge	Alexandria Arlington Chesapeake Eastern Shore Fairfax-Falls Church Goochland-Powhatan Loudoun	Norfolk Portsmouth Prince William Virginia Beach Western Tidewater

The above staff are also available to provide technical assistance as needed.

If you are unsure which Consultant is assigned to your area, contact the Community Resource Manager, Gail Rheinheimer, at 540-981-0697 or gail.rheinheimer@co.dmhmrssas.virginia.gov.

Please note that **registration information** and form begin on page 11, followed by **training site directions**.

The content of the Case Management training will be essentially the same as delivered in the past, with minor updates as needed. Updates made during the year are routinely sent to CSB/BHA Forms Keepers.

MR Case Manager Training

This **two-day** workshop will offer in-depth training for CSBs/BHAs on providing MR Targeted Case Management. It will detail provider criteria, case management activities and responsibilities, individual eligibility criteria for TCM and the MR Waiver, EPSDT, assessment and Consumer Service Plan requirements and development, MR Waiver slot allocation and waiting list parameters, the MR Waiver enrollment and preauthorization processes, interfacing with and monitoring MR Waiver providers, case management transfer, TCM documentation requirements, billing and utilization review. Some CSB/BHA responsibilities related to Licensing and Human Rights regulations will be discussed.

The first portion of Day 1 will be devoted to TCM (*without Waiver*), continued with TCM for individuals receiving MR Waiver. There will be many opportunities for exchanging experiences with other case managers.

It is designed for:

- ***NEW case managers;***
- ***NEW case management supervisors;***
- ***Veteran case managers seeking a refresher.***

Copies of the "*MR Targeted Case Management Training*" notebooks will be distributed.

Date	Time	Location	Fee
July 11 & 12	9:00 – 5:00	Roanoke Higher Education Center	\$30

The content of the New MR Waiver Provider Training will be essentially the same as delivered in the past, with minor updates as needed. Updates made during the year are routinely sent to provider Forms Keepers.

MR Waiver New Provider Training

This **two-day** training will provide an overview of the MR Waiver and focus on Medicaid and licensing expectations for **agency-directed** service providers. It will detail the following: critical principles and best practices of service provision to people with mental retardation, staff training requirements and supervisor responsibilities, individual's choice of providers, the role of the case manager and collaborative activities, required assessments and development of Individual Services Plans, identifying goals and objectives, documentation requirements, preauthorization of services, how to bill and what to expect from a DMAS utilization review. Some provider responsibilities related to DMHMRSAS Licensing and Human Rights regulations will be discussed.

It is designed for

- ***Prospective providers;***
- ***NEW providers of agency-directed MR Waiver services (offering services for one year or less).***
- ***Case managers*** who have never attended a training for providers may also find the information presented helpful in better understanding agency-directed services and their role in relation to service providers.

We *strongly recommend* downloading the "Staff Orientation Workbook" from the DMHMRSAS website and bringing it to the training. Go to www.dmhmrsas.virginia.gov, click on "Mental Retardation," then "MR Waiver," then "Staff Orientation Workbook," then "Staff Workbook."

Date	Time	Location	Fee
May 16 & 17	9:00 – 5:00	Charlottesville	\$30

This will be an updated, expanded version of the “MR Waiver Consumer-Directed Services Facilitator Training” delivered in the past. Updates made during the year are routinely sent to SF Forms Keepers.

MR Waiver Consumer-Directed Services Facilitator Training

This **one-day** training will provide an overview of the MR Waiver and the parameters of the three MR Waiver Consumer-Directed services. It will detail the requirements and duties of a Services Facilitator (SF) under the MR Waiver, completing assessments and developing individual service plans, interfacing with and the role of case managers and the Fiscal Agent, using the Employee Management Manual for training the new employer, fulfilling documentation requirements, billing for services, and other considerations for assisting individuals interested in receiving CD services.

It is designed for:

- ***MR Waiver Consumer-Directed Services Facilitators who have not attended this training in the past or who need a refresher,***
- ***prospective Services Facilitators,***
- ***individuals & family members*** interested in or receiving CD services;
- ***case managers*** seeking a better understanding of CD services and their role in presenting them to families, as well as collaborating and coordinating with Services Facilitators.

Date	Time	Location	Fee
February 24	9:00 – 5:00	Lynchburg	\$20

This will be an updated, expanded version of the "Personal Care to MR Waiver Personal Assistance," training delivered in the past.

Introduction to MR Waiver Services for DMAS Personal Care Providers

This **one-day** training will compare services under the Elderly & Disabled Waiver with Consumer Direction (ED/CD) with the following comparable services under the Mental Retardation Waiver: Personal Care, Respite, Skilled Nursing, PERS, Companion. It will detail the requirements for provider qualifications, individual assessment, plan of care development, preauthorization, service provision, documentation, and billing. The role of the MR case manager in the MR Waiver will also be discussed.

This is an excellent opportunity for networking with case managers and similar providers!

It is designed for

- ***DMAS Personal Care/Respite care agencies who have branched out from the Elderly and Disabled with Consumer-Direction Waiver to the Mental Retardation Waiver*** but are still unclear about the distinctions in the requirements of the two waivers;
- ***DMAS Personal Care/Respite Care agencies that are considering becoming providers of Personal Assistance, Respite, Skilled Nursing, PERS and/or Companion services under the Mental Retardation Waiver.***
- ***Case managers*** who work with Personal Care providers may also find the information presented helpful in better understanding these services and their role in relation to service providers.

Date	Time	Location	Fee
November 15	9:00 – 5:00	Charlottesville	\$20

Residential Services Documentation

This **two-day** training will cover the parameters of and distinctions among Congregate Residential, In-home/Supported Living, Companion, and Personal Assistance & Respite services (as provided by DMHMRSAS-licensed agencies) in terms of service definitions, billable/non-billable activities, specialized supervision, completing assessments, ISP and documentation requirements. Some provider responsibilities related to DMHMRSAS Licensing and Human Rights regulations will be discussed. Concepts such as Average Daily Billing, Periodic Supports and the role of the case manager will also be explored. There will be numerous activities designed to improve skills in goal and objective development, ISAR completion, progress note writing and data collection.

It is designed for:

- ***new staff*** (supervisors or direct care staff) ***of “established” provider agencies*** (in the service provision business for over one year);
- ***new providers*** (in business for less than one year) ***who have previously attended the “New MR Waiver Provider” training***;
- ***established providers of one type of residentially-based service considering expanding into other types of residentially-based services***
- ***new case managers*** seeking a better understanding of the expectations of residential providers.

Date	Time	Location	Fee
February 14 & 15	9:00 - 5:00	Quarterpath Recreation Center, Williamsburg	\$30
March 14 & 15	9:00 – 5:00	Roanoke Higher Education Center	\$30

*NOTE: The content of each training will be **essentially the same** at each date and location for that topic, so there is **no need to sign up for the same training more than once**.*

Modified Training Module

Day Services Documentation

This **one-day** training will cover the parameters of and distinctions between Day Support, Prevocational, Supported Employment and Companion services in terms of service definitions and possibilities, billable/non-billable activities, completing assessments, ISP and documentation requirements. Some provider responsibilities related to DMHMRSAS Licensing and Human Rights regulations will be discussed. Other topics discussed will include the role of the case manager and parameters for billing for transportation time. There will be numerous activities designed to improve skills in goal and objective development, ISAR completion, progress note writing and data collection.

It is designed for:

- ***new staff*** (supervisors or direct care staff) ***of “established” provider agencies*** (in the service provision business for over one year);
- ***new providers*** (in business for less than one year) ***who have previously attended the “New MR Waiver Provider” training;***
- ***established providers of one type of day service considering expanding into other types of day services;***
- ***new case managers*** seeking a better understanding of the expectations of day services providers.

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Fee</u>
September 21	9:00 – 5:00	Henrico Training Ctr., Glen Allen	\$20

A Case Manager's Guide to Helping Families Navigate the MR Waiver

This **one-day training** will provide case managers with tips and tools necessary to simply but thoroughly explain the ins and outs of the MR Waiver to family members new to the Waiver. A workbook and compact disk (CD), especially designed for informing/training family members and aiding them in their personal advocacy efforts will be distributed.

This training session is designed for

- **CSB case managers and case management supervisors.**
- CSBs are encouraged to invite **families and individuals** to participate.

This training will only be available upon request. Please contact your Community Resource Consultant.

To **register** for any of the OMRS training events:

1. Please send an e-mail indicating:
 - the name(s) of all training for which you would like to register,
 - the date(s) of all trainings for which you would like to register,
 - the number of people you'd like to register (no more than 5 per agency),
 - your agency name, address and phone number to:

Billie Anderson (billie.anderson@co.dmhmrsas.virginia.gov) and copy **Wanda Earp** (wanda.earp@co.dmhmrsas.virginia.gov).

2. Once you receive an electronic response from Billie Anderson indicating space available at that training site, **please complete the form on page 12** (one form per event), **attach your check** (to cover the costs of site fees, materials and refreshments) and **MAIL** them within 2 weeks of receipt of response to:

Ms. Billie Anderson
Office of Mental Retardation Services
PO Box 1797
Richmond, VA 23218-1797

Should you not receive a response to your initial e-mail within two weeks, you may phone Billie Anderson at 804-371-0619.

- ❖ We encourage you to register as soon as possible, as seating is always limited. We will continue to accept registrations for each event until that event is at capacity.
- ❖ Each training begins at 9:00 a.m. Please arrive no more than 30 minutes in advance (8:30 a.m.) to collect training materials and check in.
- ❖ **Directions to training sites follow the registration form in this catalogue.**

OMR 2006 Training Series Registration Form

[One Form Per Event Required]

Please Print!

Name of Training Event: _____

Date: _____ Location _____

List any special accommodations needed: _____

Agency Name: _____

Agency Address: _____

Agency Phone Number: _____

E-mail Address for Agency Contact Person: _____

Please limit the number of registrants from one agency at a single training to **no more than five (5)**.

Attendees	Phone
Last name first	

Total # of registrants: _____ Total amount enclosed: \$ _____

Attach your check, made payable to: **TREASURER of Virginia.**

Directions to Training Sites



February 14 & 15: Residential Services Documentation

Quarterpath Recreation Center, Williamsburg

From I-64 West:

Take exit 238 toward US-60/Camp Peary/Colonial Williamsburg.
Bear right and merge onto Rte. 143 East toward Williamsburg.
Turn slight right onto Capitol Landing Rd. (VA-31 S/VA-5 S).
Continue to follow Capitol Landing Road.
Turn left onto York Street.
Turn right onto Quarterpath Road.
See Recreation Center on the right.

From I-64 East:

Merge onto VA-199 W via EXIT 242A toward Williamsburg/Busch Gardens/Jamestown.
Take the US-60 West exit toward Williamsburg.
Turn left onto US-60 West Pocahontas Trail/York St.
Turn left onto Quarterpath Road.
See Recreation Center on the right.

February 24: MR Waiver Consumer-Directed Services Facilitator

Nagler Building, Central Virginia Training Center, Lynchburg

From Rt. 29 in Lynchburg, exit onto Rt. 210: "Wright Shop Road/Central Virginia Training Center."
At the top of the exit ramp, turn east onto Rt. 210.
Take the second right (at the light) and follow East Rt. 210 directly onto the CVTC grounds.
Follow posted meeting signs to parking for the Nagler Building.

March 14 & 15: Residential Services Documentation

Roanoke Higher Education Center, Room #608, 108 North Jefferson Street, Roanoke:

[Housed in the renovated Norfolk and Western Railroad building.]

Take I-81 to 581.

From 581, heading south:

Take Exit 5.

Turn right onto Wells Avenue.

Proceed past Hotel Roanoke.

Turn left onto Jefferson Street.

RHEC is the second building on the right.

Parking is available in the parking facilities adjacent to the Center at \$4/day.

From 220/581 heading north:

Take Exit 4E.

Turn right onto Williamson Road.

Proceed south to Wells Avenue, and turn right onto Wells.

Pass the Hotel Roanoke on your left.

Turn left onto Jefferson Street.

RHEC is the second building on the right.

Parking is available in the parking facilities adjacent to the Center at \$4/day.

May 16 & 17: New Provider

500 Old Lynchburg Road, Charlottesville

From Richmond and points east of Charlottesville:

I-64 West to Charlottesville.

Take exit 120: "5th Street/Charlottesville."

Turn left onto 5th Street Ext.

In less than 1 mile, turn right onto Old Lynchburg Road.

Travel 0.1 mile to office.

From Roanoke and points west of Charlottesville:

I-81 North to I-64 East.

Follow directions above from Exit #120.

July 11 & 12: Case Management

Roanoke Higher Education Center, Room #608, 108 North Jefferson Street, Roanoke:

[Housed in the renovated Norfolk and Western Railroad building.]

Take I-81 to 581.

From 581, heading south:

Take Exit 5.

Turn right onto Wells Avenue.

Proceed past Hotel Roanoke.

Turn left onto Jefferson Street.

RHEC is the second building on the right.

Parking is available in the parking facilities adjacent to the Center at \$4/day.

From 220/581 heading north:

Take Exit 4E.

Turn right onto Williamson Road.

Proceed south to Wells Avenue, and turn right onto Wells.

Pass the Hotel Roanoke on your left.

Turn left onto Jefferson Street.

RHEC is the second building on the right.

Parking is available in the parking facilities adjacent to the Center at \$4/day.

September 21: Day Services Documentation

Henrico Training Center, 7701 E. Parham Road, Glen Allen

From Petersburg: Take I-95 North, and exit at I-64 West. Turn right at 181B, Parham Road North. From the foot of the exit, travel 1.5 miles; take a right (at the 4th stoplight) onto Shrader Road. Take the first left onto Carousel Lane and a right into the parking area.

From Western Chesterfield: Take Chippenham Parkway to the Willey Bridge. Once you cross the bridge, the road becomes Parham. From the first stoplight at the foot of the bridge, travel 5.8 miles; take a right onto Shrader Road (first light after Broad Street). Take the first left onto Carousel Lane and a right into the parking area.

From I-295: Take Exit 45B (Woodman Road). Travel 2.0 miles and turn right onto Parham Road. Travel 2.1 miles and take a left onto Shrader Road. Take the first left onto Carousel Lane and a right into the parking area.

November 15: Introduction to MR Waiver Services for DMAS Personal Care Providers

500 Old Lynchburg Road, Charlottesville

From Richmond and points east of Charlottesville:

I-64 West to Charlottesville.

Take exit 120: "5th Street/Charlottesville."

Turn left onto 5th Street Ext.

In less than 1 mile, turn right onto Old Lynchburg Road.

Travel 0.1 mile to office.

From Roanoke and points west of Charlottesville:

I-81 North to I-64 East.

Follow directions above from Exit #120.